

MINUTES
COMMISSION ON AGING
Virtual Meeting

Tuesday, April 13, 2021

Present: Fran Bond, Lisa Budlow, Don Gabriel, Natasha Iheme, Lou Marino, Roy Moreland, Al Muehlberger, Fred Murphy, Sheila Roman, Marlene Siegel, Sherita Thomas, Melody Truffer

Absent: Dorothy Foos, Mabel Murray

Staff: Stacey Bland, Dayna Brown, Thomas “TJ” Joseph, Phyllis Myers, Laura Riley

I. Start Time—9:03

II. Agenda and Minutes

- The agenda and minutes were approved unanimously

III. Announcements

- County Executive’s FY22 budget includes \$12 million in Capital Project funding for Senior Centers

IV. BCDA Employee Spotlight

Stacey Bland—Manager, Guardianship Program

- Stacey has been with BCDA for over 20 years in various capacities; she officially became the Manager of the Guardianship program on April 10, 2021 as former manager Deborah Riley retired at the end of December of 2020.
- If an individual lacks sufficient understanding or capacity to make decisions for themselves due to a physical or mental disability and or disease, they may become eligible for BCDA Guardianship.
- A hospital, nursing home or assisted living facility along with their attorney will initiate the petition to the court to get an individual in guardianship care once it is deemed by two physicians that the client is incapacitated. It is up to a Judge to determine the outcome of the petition for guardianship.
- Technically, as Director of BCDA, Laura is currently Guardian of 107 clients in the program. Most of them have dementia; and, the biggest responsibility

for Stacey and the three case managers in the office is to monitor and coordinate care of each of the clients.

V. BCDA Budget Overview

Thomas (TJ) Joseph, BCDA Fiscal Officer

- TJ has been with BCDA for approximately nine years; he is responsible for BCDA's operating budget
- TJ shared pie charts that explain how BCDA budget is divided
- BCDA has 30 programs that are funded through a variety of funding sources
- 38% of funding comes from the Federal government and more than half of that comes through the Older Americans Act, which is funneled down to the Maryland Department of Aging and then down to BCDA
- BCDA also receives funds from the County; the County funds support major programs, administrative programs and senior centers
- The County also provides matching funds for some BCDA grants; they total anywhere from 15% to 30% of the total County portion of the budget
- BCDA also receives funding from private donations, which may fund special BCDA programs and projects, such as Seniors In Need
- \$16 million of the budget goes towards employee salaries, the remaining pays for direct client services and meals, and a small portion is used for operating costs including supplies, building maintenance, employee training, travel and mileage

VI. Old Business

Vice Chair Position

- Position not filled; accepting nominations until April 16
- Sherita asked interested COA members to consider the Acronym "FIT": Are you **F**ully engaged?; Are you **I**nterested?; Do you have the **T**ime and **T**echnology?
- Vice Chair will run the meeting in the absence of the Chair

COA Committees

- Trying to finalize and clarify by-laws
- Sherita went over each sub-group
- She clarified that COA members should actually be considered as liaisons to BCDA's committees instead of being a COA committee

- Sherita shared the BCDA Activity Support sheet that she created
- Overall summary—how BCDA can best engage and use the COA, whether in a committee or in a liaison capacity, in its efforts in providing services to older adults
- COA members were instructed to share with Phyllis if they have an interest in assisting with the Senior Solutions conference or be a liaison to another BCDA committee

VI. Chair Updates

- Sherita wants to be sure the COA members are clear on their role and that most COA work happens outside of the meetings
- COA members are able to drive the agenda; send thoughts and ideas to Sherita, Laura or Phyllis
- Be engaged by using your skills, resources or talents and become a liaison or part of a committee
- BCDA Employee Spotlight on the agenda helps the COA learn more about the department
- Sherita asked employees to think about how the work the COA is doing helps BCDA and possibly elevate and make a greater impact on the department
- Marlene suggested visiting senior centers again once they re-open and also attend a monthly meeting to get feedback from seniors
- COA members were asked to think about their skillset and how it might be used in assisting BCDA
- Al suggested that COA members tell their colleagues who they regularly meet with about the COA meeting discussions
- COA members are invited to attend the Senior Solutions Conference at no cost
- Sherita asked everyone to give proposed by-laws updates by May 1, keeping in mind whether the submission complies with the role of the Commission, conflicts with County government and determine if it is a procedure or a by-law; submission outside of those three things will not be accepted for final consideration; late or withdrawn submissions will not be presented to the COA members; Mabel will be managing the process; anyone who is interested in serving on the By-laws committee should communicate that with Sherita, Laura or Phyllis

VII. Director's Updates

Re-opening Senior Centers

- Senior Centers will re-open with restrictions on May 17, 2021
- Only the larger centers will be opening to be able to enforce social distancing practices; the nine centers are Catonsville, Bykota, Seven Oaks, Ateaze, Essex, Liberty, Parkville, Pikesville and Cockeysville
- The remaining senior center staff will be moved to help out the centers that are opening
- The first few weeks will be just for volunteers to get them trained on bringing in members to the centers
- Members will be able to enter centers by appointment only for registration and orientation; they will be screened and their temperatures will be taken in addition to wearing masks and maintaining social distancing
- Extra custodial staff will be in the buildings sanitizing high touch areas and surfaces regularly throughout the day
- All BCDA staff have been offered a vaccination and will assist any seniors seeking to get one
- BCDA will monitor who is in the building
- Virtual senior center activities will continue
- No meals will be served
- Barriers are in the reception areas, in front of desks, floor markings have been added to keep people six feet apart, only two people at a time in the restrooms and elevators
- Senior Food distribution drive thru will continue on Wednesdays
- Laura will share any press releases regarding re-opening with the COA
- COA members were asked not to visit but are welcome to call to speak with center staff

VIII. Meeting Adjourned at 11:40 a.m.